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7 March 1947

TO Recutive for PAA

PHOM : Chief, Finance Division, and Chief, Personnel Division

SUBJECT: Maintenance of Retirement Record Cards, COC Form 2806

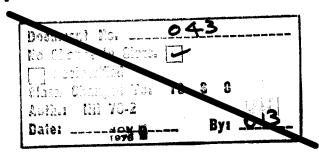
As a result of a recent survey, it is recommended that
effective 18 March 1947, mintenance of Retirement Record Cards and
related activities be transferred from the

Section, Personnel Sivision to the
pin- 25X1A
ance Division for the fellowing reasons:

- 1. It would centralise accountability and reconciliation for retirement deductions in the Finns co Division, thereby eliminating liminon between effices and providing better supervision and coordination.
- 2. It would contrains financial records and data of interest to individual employees of the Agency, such as greas pay, taxes, bonds, and retirement.

Your approval with the concurrence of the Advisor for Hanagement will authorize the following actions and/or placement of activities:

- 1. Only CIG Retirement Second Cards will be transferred to the Finance Division.
- 2. The Retirement Clerk (CAF-4) position will be transferred to the Pinesee Mivision.
- 3. Personnel Mission will originate the Motirement Record Cards, seeming thereon required information which does not appear on the copy of personnel action furnished the Finance Mission. Thereafter, Pinance Mission will assume responsibility for recording retirement deductions and service history data.
- 4. Posting of 1946 calendar year retirement deductions will be accomplished by the Finance Division.



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5. The Ammual Retirement Report for the calendar year 1948, and subsequent reports will be prepared by the Finance Division. 6. The Finance Division will assume the responsibility of transmitting the Cards to the Civil Service Commission, when employees are separated from the Agency. 7. The Chief, Section, will be designated to certify retirement accounts. 8. The Finance Division will handle all future inquiries camperning applications for refund of retirement deductions and the status of individual accounts. Two additional copies of this memorandum are attached in order that an approved copy may be returned to both the Chief, Persennel Division, and the Chief, Finance Division.			
		Attackment	
			Edward R. Saunders Chief, Finence Division
			25X1A9a Chief, Personnel Division
		APPROVED:	
Axecutive for Personnel and Administration			
COMPUR			
Advisor for Management			
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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT